

Department of Business and Economic Development

Minority Business Enterprise Report

Fiscal Year 2012 Strategic and Tactical MBE Plan

Program Description

The Department of Business and Economic Development (DBED) promotes and supports the Statewide MBE Program in all levels of its operations. The DBED Minority Business Enterprise (MBE) Program and the DBED Office of Contracts and Procurement actively evaluates DBED procurement opportunities for the purposes of ensuring that the Statewide MBE Program is effectively utilized. In FY2011, the DBED MBE Program exceeded statewide MBE goals and will endeavor to maintain this high level of performance.

MBE Vision Statement

The DBED MBE Program seeks to expand the utilization and capabilities of certified minority owned businesses and to include certified MBE firms in DBED's procurements wherever possible.

Key Goals

- To annually meet or exceed the State of Maryland goals for utilizing MBE firms.
- To review each Department procurement opportunity and ensure the maximum MBE involvement possible.
- To provide information and assistance to minority owned firms regarding the State's MBE program and statewide business opportunities.
- To adhere to the Governor's Office of Minority Affairs (GOMA)'s MBE Best Practices elements and guidelines.

Objectives

The DBED MBE Program objectives are driven by the above stated goals for expanding and maximizing MBE utilization throughout the Department and Statewide.

Strategies

- Review all DBED procurements and determine on a case by case basis where MBE goals should be utilized
- Utilize MBE sub-goals where appropriate
- Review MBE monthly reports to ensure that prime contractors are MBE compliant in MBE utilization, reporting and in timely paying their subcontractors

- Establish relationships, maintain close contact with and provide open access, to all prime contractors and subcontractors
- Participate in GOMA and MBE organizations' training opportunities and outreach events

Performance Measures

The DBED MBE Program's performance is measured by the DBED Chief Operating Officer in the annual performance of the MBE Liaison. Prominent in the measures is DBED's use of the Statewide MBE Program.

Accountability

The Secretary of DBED, through the Chief Operating Officer, holds the ultimate accountability for the DBED MBE Program. They are assisted by the DBED MBE Liaison who has the responsibility for the daily program implementation and achievement of MBE Program goals and objectives.

- Christian S. Johansson, Secretary
401 East Pratt Street 9th floor
Baltimore, MD 21202
- Ovetta M. Moore, Chief Operating Officer
401 East Pratt Street 9th floor
Baltimore, MD 21202
- Cheryl Fields, MBE Liaison
401 East Pratt Street 5th floor
Baltimore, MD 21202

Monitoring

The DBED Office of Fair Practices is responsible for implementing and monitoring the DBED MBE Program by the following:

- holding periodic procurement review group meetings;
- compiling quarterly prime contractor verses subcontractor payment analyses for underperforming contracts;
- maintaining and completing monthly State Stat reports and MBE compliance files; and
- ensuring and retaining documentation for all subcontractor payments.